



2107

February 15, 2017

City of Menlo Park  
Community Development Department  
Attn: Thomas Rogers

**Re: Budget Amendment 4 for the Station 1300 Environmental Impact Report**

Dear Mr. Rogers

The ICF Jones & Stokes, Inc. (an ICF company, hereafter "ICF") team currently has an approved budget of \$233,093.00 for the Station 1300 Environmental Impact Report (EIR). As outlined below, this budget amendment is to cover additional out-of-scope tasks for ICF and W-Trans. The cost associated with these additional tasks is outlined in Attachment A. ICF proposes to invoice costs monthly, on a time and materials basis.

These tasks consist of the following:

- Updating the Final EIR originally prepared in July 2016 and preparing an entirely revised draft in November 2016.
- Verification that the current office square footage is consistent with traffic study findings.
- Preparation of a short memo stating that EIR analysis adequately covers the current project proposal.
- Additional review and revisions to the CEQA findings for City Council.
- Additional hearings for W-Trans.

ICF will provide these services under the terms and conditions of its existing contract with the City dated October 8, 2014. If you agree to authorize the tasks and costs associated with these items, please indicate your acceptance of this notice to proceed by signing this letter and returning it to me. If you have any questions, please contact Erin Efner at 415-677-7181 or at [erin.efner@icf.com](mailto:erin.efner@icf.com).

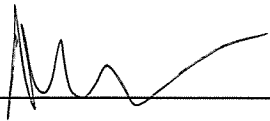
Sincerely,

A handwritten signature in cursive script that reads "Trina L. Prince".

Trina L. Prince  
Contracts Administrator



Acceptance for City of Menlo Park:

  
\_\_\_\_\_  
Signature

ALEX D. MCINTYRE  
\_\_\_\_\_  
Name and Title

CITY MANAGER  
\_\_\_\_\_

Date 6/7/17

**Attachment A: 1300 EI Camino Real Greenheart Project - Infill EIR. Amendment 4.**

Task	Employee Name	Project Role	Labor Classification	Employee		Subtotal	Subcontractor		Labor Total	Direct Expenses	Total Price
				Mng Consult	Sr Consult I		W-Trans	Subtotal			
Task 7 Final Infill EIR	Efner Eri	Project Manager		8	18	\$2,034		\$0	\$2,034		
Task 8 Certification, MMRP, SOC		Deputy PM				\$1,600		\$0	\$1,600		
Task 9 Meetings						\$0	\$2,800	\$2,800	\$2,800		
Total hours				8	18						
ICF E&P 2013 Billing Rates				\$200	\$113						
Subtotals				\$1,600	\$2,034	\$3,634	\$2,800	\$2,800	\$6,434		
<b>Direct Expenses</b>											
Mark up on all non-labor costs and subcontractors: 10%											
Direct expense subtotal										\$280	
Total price										\$280	\$6,714